

**ALBION CITY COUNCIL MEETING
MINUTES MAY 1, 2018.**

CALL TO ORDER – The meeting was called to order at 7:02 p.m. in the Albion Civic Center by Mayor Sharon H. Wilmot.

OPENING CEREMONIES – Pledge of Allegiance led by Mayor Wilmot.

ROLL CALL – Present: Mayor Sharon H. Wilmot, Council President Isaac Loveland, Councilpersons Zack Alexander, Kevin Lloyd, and Chad Manderscheid, City Clerk-Treasurer Mary Yeaman, and City Attorney Kerry McMurray. Maintenance Department Bryan Day was excused.

OTHERS IN ATTENDANCE - Owen Wilmot, John and Anna Marie Davis, Pat Asher, Dave Eckblad, Kathy Endres, Mary Lynne Bristol, Adelmo Maestas, Bruce Bristol, Juan Maestas, David Mensing, Troy Mortensen, and Myron Wilson.

APPROVAL OF MINUTES – Upon motion made by Alexander, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Minutes of the April 3, 2018 Council meeting, and the Minutes of the April 18, 2018 Special Executive Session meeting as presented.

APPROVAL OF BILLS – Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye Loveland-aye, and Manderscheid-aye, the Council moved to approve payment of the Bills, after review of the VISA receipts by Council President Loveland.

LAW ENFORCEMENT REPORT- Resident Deputy Jason Lynch was not in attendance, therefore, no Report as given.

ANIMAL CONTROL REPORT – Bryan Day was not in attendance, therefore, no Report was given.

AGENDA BUSINESS ITEMS

4TH OF JULY CELEBRATION UPDATE

Kathy Endres, from the 4th of July Committee, reported to the Council the Committee is still having planning meetings, and activities are being planned for the 2nd, 3rd, and 4th of July, as this is the 150th Anniversary of Albion. Endres reported the first two Fundraisers were fairly well attended, but the weather did not co-operate. The next Fundraiser will be held on Thursday, May 17th, a Fun Run, which will include a Potato Bar meal. Endres also reported the Parade will be held at 11:00 a.m. allowing more time for people to attend the Senior Breakfast. Endres also reported the Committee could use, and would appreciate more volunteers to help with the Celebration.

Mayor Sharon H. Wilmot asked if a Parade Marshall has been selected, to which Endres replied, Yes the Parade Marshall has been selected.

Mayor Sharon H. Wilmot thanked Endres for her update on the 4th of July Celebration.

SOLAR PANELS IN CITY LIMITS

City Attorney Kerry McMurray presented the Mayor and Council copies of other Cities Policies on Solar Panels. McMurray reported the City could use the Clearwater Policy

as an example, and take parts from the other Policies to fill in. The Council suggested including all Alternative Energy in the City's Policy. Some of the Policies have everyone paying a service charge, and some allow building credits that are paid out, and some do not allow carryover at the end of the year.

City Attorney Kerry McMurray reported to the Council he will put a basic draft Policy together to use as a springboard.

The Council had some concerns which are as follows: safety, net metering, service fees, and being language specific for each Alternative Energy.

Mayor Sharon H. Wilmot asked Councilperson Chad Manderscheid to contact Raft River Electric to see what requirements they may have.

City Attorney Kerry McMurray reported to the Council a Skeleton Policy will be sent out, for Council review, before the next Council Meeting.

CONTIGUOUS WATER METER CHARGES

The Mayor and Council reviewed the Chart, prepared by Deputy Clerk Sharity Parish, on the contiguous property meter charges. The time span of the Chart is the years 2008 through 2017, using current owner accounts. The Council reported they requested the information to determine whether customers are being double billed.

City Attorney Kerry McMurray read the Ordinance which is as follows: "When a user has been granted permission by the City to have more than one service line installed to his/her contiguous property, he/she shall only be assessed one monthly base rate fee. The sum total of water used on all lines servicing the property shall be added to calculate the water usage fees set hereafter."

The Council agreed the usage on each meter needs to be figured to be fair. One base rate needs to be figured, on the main account, and the base rate needs to be taken out of the usage on the contiguous property. The Council asked for the information to be put on a spreadsheet, using the same time frame previously used. The Council asked that this information be provided by the next Council Meeting.

RESIDENTIAL PROPERTY DIVISION REQUEST – DAVID MENSING

David Mensing reported to the Council he owns three point five (3.5) acres within the City Limits, and he would like to divide the property into two (2) Residential parcels. The property division would be as follows: two (2) acres on the west side, and one point five (1.5) on the east side.

City Attorney Kerry McMurray reported Mensing would need to follow the Subdivision Ordinance, which requires a Conditional Use Permit, and a Small Subdivision Permit. McMurray reported a Survey will be required for a Subdivision Plat.

IDWR – METERING DEVICES FOR WELLS UPDATE

Mayor Sharon H. Wilmot reported to the Council Bryan Day, from the Maintenance Department, reported he will be meeting with someone from the Idaho Department of Water Resources (IDWR) to check the Wells to see if a metering device is required. Mayor Wilmot reported if a metering device is required, the work will be done before July 1, 2018.

HIRING BACK-UP OPERATOR

Mayor Sharon H. Wilmot reported to the Council the City needs to hire a Licensed Back-Up Operator until we can get Bryan licensed. The Mayor reported Bryan has taken three (3) Classes so far, that count towards his licensing. Mayor Wilmot reported she has spoken to the City of Rupert, and the City Declo, with Declo being the only City to provide a quote. Lamont Young, from Declo, has three (3) licenses, and would charge the City fifty dollars (\$50) per license, for a total of one hundred fifty dollars (\$150) per month to be our Licensed Back-Up Operator.

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Upon motion made by Manderscheid, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to hire Lamont Young, from the City of Declo, as our Licensed Back-Up Operator, for one hundred fifty dollars (\$150) per month.

City Attorney Kerry McMurray reported to the Council he will put a Contract together for Lamont Young, from the City of Declo, to sign.

Mayor Sharon H. Wilmot reported we still need a Licensed Land Application Operator, and we can check with the Department of Environmental Quality (DEQ), and Idaho Rural Water (IDRW) to see if they have any suggestions.

ROAD CONDITIONS AND REPAIR UODATE

Councilperson Kevin Lloyd reported to the Council the Roads are in bad shape, with some being worse than others. It was reported that Bryan Day, from the Maintenance Department, put some dirt in some of the bigger holes, and he has purchased Cold Patch for the potholes.

City Attorney Kerry McMurray reported to the Council the City has been part of the County Transportation Plan, in the past, and it does cost to be part of the Plan.

McMurray reported he will send the information to the Clerk.

AMEND AGENDA

Mayor Sharon H. Wilmot reported to the Council the Agenda needs amended to include a Utility Reduction Request that was inadvertently left off the Agenda.

Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to amend the Agenda to include a Utility Reduction Request that was inadvertently left off the Agenda.

UTILITY REDUCTION REQUEST

Mayor Sharon H. Wilmot reported the Utility Reduction Request is for eleven (11) months out of the year, with one (1) month of occupation.

It was brought out that the Ordinance only allows for six (6) months of Vacation Utility Rates per year. Upon motion made by Lloyd, seconded by Manderscheid, the Council moved to approve six (6) months of Vacation Rate Utilities for the requesting party. The Clerk was asked to contact the party and let them know of the Council decision.

COUNCIL GOALS REVIEW

Mayor Sharon H. Wilmot reviewed the list of Goals and Plans with the Council. The Civic Center sign was discussed first. It was reported there is a Scout that wants to do the Civic Center Sign, and Myron Wilson reported he is willing to help with the Project. The Scout is going to put together a drawing of the design of the Sign for approval, before starting on the Project.

The Council suggested using the City Logo on the Sign, and Council President Loveland said he would provide the Logo.

Mayor Sharon H. Wilmot reported the City Clean-Up Day will be May 19th, and a Poster will be put together of suggestions for items to be done. This Clean-Up Day is in conjunction with the Cemetery Clean-Up.

It was reported there was a lot of opposition to forming a Recreation District in Albion. The hope is that it will still be put to a vote.

The other Goals were discussed, and are still a work in progress.

DELINQUENT ACCOUNTS REVIEW

The Delinquent Accounts were reviewed by the Council. The Council asked why some of the Accounts were taken off the List, to which the Clerk replied, the Accounts have been paid in full. The Council asked that the Accounts not be taken off the List until the payment has been shown.

BUDGET WORKSHOP

City Clerk Mary Yeaman reported to the Council it is time to put the 2018-2019 Budget together, and asked the Council for a date to set the Budget Workshop. After a brief discussion by the Council, it was decided to have the Budget Workshop on Tuesday, June 5, 2018, the next Council Meeting.

INFORMATION FROM CITY OFFICIALS

City Clerk Mary Yeaman reported the State Tax Commission is holding a training meeting on Thursday, May 3, at the Herrett Center on the CSI Campus. Yeaman reported the training is for the L-2 Form, and Deputy Clerk Sharity Parish will be attending the training.

Council President Isaac Loveland asked if anyone has heard from Gwen, on the Park Project, as nothing has been approved yet. No one has heard anything.

Councilperson Zack Alexander suggested a Notice on Spraying Weeds, and Testing Backflow Devices be sent to the residents of the City.

Mayor Sharon H. Wilmot reported to the Council a Notice of Termination for Back-Up Operator, from the City of Paul, has been received. The Notice is a thirty day (30) Notice and the City is covered until the end of May.

Mayor Sharon H. Wilmot and the Council reviewed the List of Properties outside the City Limits receiving City Utilities. City Attorney Kerry McMurray reported to the Council he will put together a Letter for Voluntary Annexation, to be sent to the owners of the properties outside the City Limits.

Troy Mortensen reported to the Council the weeds by the new Maintenance Shop need to be sprayed, the Blue Pipes need to be put under a cover, and the Transformers need to be tested and taken care of.

PRESENTATION OF BILLS

Mayor and Council Salaries *	1700.00
Salaries – Clerk *	2780.50
Sharity Parish – Deputy Clerk *	1081.08
Bryan Day – Maintenance Worker *	2797.50
Max Hensen – Maintenance Helper *	117.00
PERSI – Employer Remittance (04/16-04/30/18) *	906.03
DL Evans Bank – EFTPS 941 Employer emittance (April 18) *	1587.56
PERSI – Employer Remittance (05/01-05/15/18) *	580.23
SelectHealth – Insurance (May 2018) *	859.00
Lamont Young – Back-Up Operator Fee (May 2018) *	150.00
Ace Hardware – Maintenance Supplies	57.96
ATC Communications – Phone, Fax, Internet, & Lift Station	420.87
Burley Reminder – Envelopes for Office Use	434.70
Bonneville Power Administration – Transmission/Power (Apr. 18)	12590.00
Creekside Store – Maintenance Fuel (May 2018)	254.15
Greenlon, Inc. – Lawn Fertilization	550.00
Kerrv McMurray – Legal Services (May 2018)	1521.50

Magic Valley Labs – Water Test & Nitrate Test (Well # 2)	34.00
Norco, Inc. – Maintenance Supplies	48.35
Pit Stop Cycle Shop – Maintenance Supplies	63.85
Postmaster – Box Fee & Stamps (Box-72.00/Stamps-314.00)	386.00
Pump Service – Backflow Testing (City Office/Rose Garden)	90.00
Sharity Parish – May 2018 Travel Claim	60.00
Stotz Equipment – Mower Belts	141.48
The Book Store & office Supplies – Mileage Logs/Poster Board	61.20
The Sprinkler Shop – Grease Gun Kit -	249.99
UAMPS – General A&G Expenses	<u>50.60</u>
TOTAL	\$29,573.55

Mayor Wilmot thanked everyone for attending tonight’s Council Meeting, and announced the Council will now go into an Executive Session.

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

At 8:55 p.m., motion was made by Lloyd, to enter into an Executive Session pursuant to Idaho Code 74-206 (1)(a), regarding personnel issues. The motion was seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 9:13 p.m. Upon Motion made by Lloyd, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to have Mayor Wilmot make a counter offer to Lance Osterhout for the Maintenance Position.

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Loveland, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 9:15 p.m.

Sharon H. Wilmot, Mayor

Mary Yeaman, City Clerk-Treasurer

